

Job Description – Placer SPCA

JOB TITLE:	Animal Care Technician
DEPARTMENT:	Animal Care
ACCOUNTABILITY:	Shelter Operations Manager – Animal Focus/Animal Care Supervisor
FUNCTION:	Under direct supervision of the Shelter Operations Manager and Animal Care Supervisor employees in this classification have the primary responsibility for providing the five freedoms to the animals in shelter care, completing initial intake examination, administering prescribed medications, and completing preventative medical task as assigned, , daily communication as needed with both internal and external clients, maintain proper documentation, and assist with the humane euthanasia of animals.

Duties & Responsibilities:

1. Cleans, disinfects, and maintains various animals' housing and accompanying areas in a sanitary and organized condition.*
2. Feeds and observes animals daily as to their health and well-being and report abnormalities or significant information to the appropriate management staff.*
3. Maintain Center (Adoption, Intake, Auburn) with an emphasis on assigned routine area in a safe, clean, organized, clutter-free fashion. *
4. Properly identifies all animals and maintain proper paperwork as assigned including but not limited to individual animal records, PUFA checklist, and medical treatments. *
5. Ensure all daily animal activity is properly captured into the animals record in PetPoint.
6. Assist with internal transfer and transportation of animals between Placer SPCA facilities as assigned. *
7. Receives and discharges animals.*
8. Administers the treatment, vaccination, and medication including controlled substances to those animals as prescribed and assigned. .*
9. Has access to controlled substances in order to assist and perform(after appropriate training and veterinary assistant permit obtained) euthanasia of animals by injection as required.*
10. Assists in tours, lectures, public education programs, special events and fundraising activities as needed.
11. Overtime as scheduled and required.*

12. Performs all duties in the prescribed manner and assures the safety of oneself and others.*
13. Responsibly communicates principles that convey and impart an understanding of the policies and procedures of the SPCA to the public.*
14. Treats animals humanely, with compassion and concern both on and off the job, and transmits these values to others.*
15. Use of low stress restraint and handling techniques on the animals for and during treatment as well as when moving animals from and to cages.*
16. Provides accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful and tactful manner.*
17. Regular and timely attendance is required.*
18. Acquire knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.*
19. Participate in the disposition of animals including adoption/reclaim/euthanasia on a daily basis and according to shelter procedures.*
20. Assist with behavior assessments and behavior intervention plans as assigned. *
21. This job description is not intended to be all inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.

***=Essential Job Functions**

QUALIFICATIONS:

1. Must be 18 years or older.
2. High school graduate or GED equivalent.
3. Fear Free certified preferred
4. Ability to read, write, speak, spell and understand English at a level commensurate with professional job performance and to interpret safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
5. Valid California driver's license with a minimum of a three year, good driving history.
6. Must submit to a background check and have no convictions that would prevent obtaining a Veterinary Assistant Controlled Substance Permit
7. Ability to communicate with the public and co-workers in a professional, pleasant, courteous, tactful, and effective manner at all times.
8. Must be able to work independently and be self-motivated.

9. Must be in good physical and mental health and have the ability to perform prolonged strenuous physical activity, including lifting and carrying animals weighing up to 50 pounds for short distances with the help of fellow employees.
10. Knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems and disease symptoms, in addition to handling techniques is preferred but not required.
11. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.

WORKING CONDITIONS:

1. Starting pay range \$17.00-\$18.04 dependent on applicable work experience.
2. Full-time work week as scheduled, including weekends and holidays.
3. Compliance with current PSPCA Employee Policy Manual.
4. Be able to deal with an often times emotion-charged public and carry a fast paced and changing workload which at times can be stressful.
5. By the nature of the job there is occasional exposure to dead, sick, injured, unruly, vicious and/or dangerous animals; in addition to exposure to parasites and infectious diseases.
6. Employees in this position will work with or around the following chemicals: bleach, accelerated hydrogen peroxide, alcohol, trifectant, formalin, sodium dichloroisoyanurate, and will perform the administration of prescribed veterinary medications.
7. Willingness to attend training programs to upgrade skill levels.
8. Commitment to attend staff meetings as scheduled, and to be a contributor.
9. Ability to work at all centers as assigned (Adoption, Intake, and Auburn).
10. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel and crouch.
11. Salary pay range \$17-20.30/hour with incremental merit adjustments consistent with current shelter policy.

The Placer SPCA is an equal opportunity employer.

The PSPCA reserves the right to revise or change this job description as necessary or as business requires. This job description does not constitute a written or implied contract of employment.

I understand the qualifications as described above for the Animal Care Technician position, and by signing below acknowledge that I am able to perform the job duties listed above and I am willing to accept the working conditions herein.

DATE: _____

Employee Acknowledgement